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A complete written statement as to the substance of any face-to-face or telephone interview with	h regard to an application mus	be made of record in the
application, whether or not an agreement with the examiner was reached at the interview.		the state of the s

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(b) In every instance where reconsideration is requested in view of an interview with an examiner, a complete written statement of the reasons presented at the interview as warranting favorable action must be filed by the applicant. An interview does not remove the necessity for response to Office action as specified in §§ 1.111,1.135. (35 U.S.C.132)

-\$-12-Business to be transacted in writing All business with the Patent or Trademark Office should be transacted in writing. The personal attendance of applicants or their attorneys or agents at the Patent and Trademark Office is unnecessary! The action of the Patent and Trademark Office will be based exclusively on the written record in the Office. No attention will be paid to any alleged oral promise, stipulation, or understanding in relation to which there is disagreement or doubt: ESPERANMES ART UNIT

The action of the Patent and Trademark Office cannot be based exclusively on the written record in the Office if that record is itself incomplete through the failure to record the substance of interviews.

It is the responsibility of the applicant or the attorney or agent to make the substance of an interview of record in the application file, unless the examiner indicates he or she will do so. It is the examiner's responsibility to see that such a record is made and to correct material inaccuracies which bear directly on the question of patentability. INTERVIEW SUMMARY

Examiners must complete a two-sheet carbon interleaf Interview Summary Form for each interview held after January 1, 1978 where a matter of substance has been discussed during the interview by checking the appropriate boxes and filling in the blanks in next handwritten formusing a ball boint pen: Discussions regarding only procedural matters, directed solely to restriction requirements for which interview recordation is otherwise provided for in Section 812.01 of the Manual of Patent Examining Procedure, or pointing out typographical errors or unreadable script in Office actions or the like, are excluded from the interview recordation procedures

The Interview Summary Form shall be given an appropriate paper number; placed in the right hand portion of the file, and listed on the Contents list on the file wrapper. The docket and serial register cards need not be updated to reflect interviews. In a personal interview, the doplicate copy of the Form is removed and given to the applicant (or attorney or agent) at the conclusion of the interview. In the case of a telephonic interview, the copy is mailed to the applicant's correspondence address either with or prior to the next official communication. If additional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence from the examiner is not likely before an allowance or if office discussional correspondence is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before an allowance or in the examiner is not likely before its not likely before its not likely before it

dictate, the Form should be mailed promptly after the telephonic interview rather than with the next official communication. (cytistingsarge) etherollique [] or neving stygoo) tecces as [] controlled X

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- -Serial Number of the application
- -Name of applicant
- Name of examiner Date of interview
- Type of interview (personal or telephonic)
- Name of participant(s)) (applicant, attorney or agent, etc.)
- An indication whether or not an exhibit was shown or a demonstration conducted
- An identification of the claims discussed
- An identification of the specific prior art discussed.

-An indication whether an agreement was reached and if so, a description of the general nature of the agreement (may be by attachment of a copy of amendments or claims agreed as being allowable). (Agreements as to allowability are tentality and do not restrict further action by the examiner to the

- contrary.)
- The signature of the examiner who conducted the interview
- -Names of other Patent and Trademark Office personnel present

The Form also contains a statement reminding the applicant of his responsibility to record the substance of the interview. Substance of the interview.

It is desireable that the examiner orally remind the applicant of his obligation to record the substance of the interview in each case unless both applicant and examiner agrees to record the substance of the interview, or when it is adequately recorded on the Form or in an attachment to the Form, the examiner should check a box at the bottom of the Form informing the applicant that he need not suppliement the Form by submitting a separate record of the substance of the interview À QQ!

It should be noted, however, that the Interview Symmatry Form with not normally be considered a complete and proper recordation of the interview unless it includes, or is supplied by the applicant of the examiner to include, all of the applicable items bequired below concerning the substance of the interview.

- A complete and ploper recordation of the substance of any interview should include at least the following applicable items:
- 1) A brief description of the nature of any exhibit shown or any demonstration conducted;
- 2) an identification of the claims discussed,
- A fuller describition, it inconsessit; and a copy of the amendments, it evalue out this true as a missing the full following and the full following the full followin
- 4) an identification of the principal proposed amendments of a substantive nature discussed unless these are already described on the interview Summary Form completed by the examiner,
- 5) a brief identification of the general thrust of the principal arguments presented to the examiner. The identification of arguments need not be lengthy or 2 elaborato. A verbatim or highly detailed description of the arguments is not required. The identification of the arguments is sufficient if the general matrice. or thrust of the principal arguments made to the examiner can be understood in the context of the application file. Of course, the applicant may desire to
- Accemphasize and fully describe those arguments which he feels were or might be pequasive to the examinent one of each condition in a significant feels. a general indication of any other pertinent matterediscussed and ADM SETTED BOMATSEUS BUT BOULDMET AND CITAL COMMISSION SET AND COMMISSION OF A COMMISSION SET AND COMMISSION OF A COMMISSION

Examiners are expected to carefully review the applicant's record of the substance of an interview. If the record is not complete of accurate, the examiner will give the biovs vegeth bus escretained at the policy of the many stronger of policy vegether of the policy of

is constraint to titili the response requirements of Vasiosta-160sein/offmakers) is not collect from providing a separate record to the interview unless List 1 above is also checked.

Applicant's summary of what took place at the interview should be carefully checked to determine the accuracy of any argument or statement attributed to the examinent uring the interview. If there is an inaccuracy and it bears directly on the question of patentability, it should be pointed out in the next Office letter that claims are flowable for other reasons of record, the examiner should send a letter setting forth his or her version of the statement attributed to him. If the record is complete and accurate, the examiner should place the indication-interview record OK on the paper recording the substance of the interview along with the date and the examiner's initials.

umits) discussed